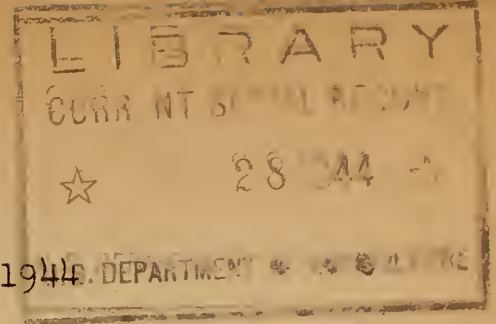


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March 14, 1944. DEPARTMENT OF AGRICULTURE

FINANCE DIVISION MEMORANDUM NO. 5

To: All Personnel of Finance Division

Subject: Procedure Initiation and Issuance

Finance Instruction 501.2 provides, in part, that the Section Chiefs of the Finance Division in Washington will be responsible for initiating and recommending new procedures and revisions and corrections thereof, and that thereafter the Procedure Analyst will have responsibility for obtaining clearance of all interested parties in the Division, approval by the Chief Fiscal Officer and release of the drafts to the Administrative Officer of the Division for preparation of stencils, duplication and issue.

Pending appointment of a Procedure Analyst, each group head within the Accounting Management Section, as outlined in Finance Division Memorandum No. 2, dated March 13, 1944, will serve as Procedure Analyst within his particular field of responsibility.

Effective immediately, all Section Chiefs will assume responsibility for the drafting of procedures, instructions or other operating release deemed necessary, and will submit each draft to the proper Procedure Analyst. The Procedure Analyst will determine the type of release best suited to each particular draft and will prepare a final draft in the proper form, obtain necessary clearance and otherwise fulfill his delegated responsibilities. Each Procedure Analyst will be responsible for maintaining control of the procedure classification numbering system and the proper numerical designation will be indicated on each final draft before it is submitted to the Administrative Officer for issue.

Finance Letters and Finance Memoranda will be numbered by the Administrative Officer, who will maintain control of the numerical series for each type of issue, but the Procedure Analyst will determine the procedure classification number to be indicated on each Finance Letter directly under the Letter number.


E. G. Benser
Chief Fiscal Officer

